

Grant Request and Submission Policy

The following process will be taking place for the submission of grant requests for any department, committee and board of the Town of New Boston.

1. Town Administrator is responsible for coordinating all grant requests. (Keeping Files)
2. The Town Administrator shall approve requests prior to any application being completed.
3. Upon approval by the Town Administrator, the applicant (Dept. Mgr. or Committee Chair) shall complete the forms related to the application for final review for Administrator/Board signature(s)
4. If any grants require matching or partial contribution from the town, whether by funds or 'in-kind' services of materials, the Town Administrator shall provide such information to the Board of Selectmen for final approval.
5. Any grant applications that contain a provision for reimbursement for administrative costs (grant writer, etc) and are written by a town employee as part of his or her job duties, the administrative reimbursement shall be deposited in the Town's general fund.
6. The Town Administrator may recommend and approve available grants that require expertise from a professional 'grant writer'. Payment for contracted services would be funded fully or partially through the grant's reimbursement of administrative costs.
7. Grant awards that require expenditure in same fiscal year prior to receiving funds will not penalize operating budget that same fiscal year. Actual grant funds will be booked as a receivable and applied to prior year expenditure when received.
8. Any grant requests that, in the opinion of the Town Administrator, contain complex and specific legal requirements shall be submitted to the town's legal counsel for review.
9. The Town Administrator is authorized by the Board of Selectmen to sign application form(s) as representative of the Town of New Boston unless otherwise specified on application.

First Reading: April 7, 2014